

# NHS LANARKSHIRE

## STAFF GOVERNANCE COMMITTEE

### NOTES OF THE MEETING HELD ON 5 JUNE 2006 IN MAIN MEETING ROOM, LAW HOUSE, CARLUKE

#### PRESENT

Mr Hugh Sweeney	- Employee Director (Chair)
Mr Ken Corsar	- Chairman, NHS Lanarkshire
Ms Neena Mahal	- Non Executive Director

#### IN ATTENDANCE

Mr David Boyd	- GMB Representative
Mr Tim Davison	- Chief Executive
Mr Bill Hare	- Amicus Representative
Ms Lilian Macer	- Unison Representative
Mr Ian Ross	- Chief Executive, Acute Operating Division
Mr Geoff Sage	- Interim Director of CHP (south)
Ms Mary Samson	- Unison Representative
Mr Colin Sloey	- Chief Executive
Mr Kenny Small	- Director of Organisational Development
Mr Gordon Walker	- Director of Human Resources

Ms Sheilagh MacFarlane	- Agenda for Change Project Manager
Ms Geraldine Reilly	- Head of Partnership Support Unit
Ms Kate Thomas	- Head of Workforce Development

#### 1. Apologies

Donald Cameron	- Amicus Representative
Ruth Hibbert	- Head of Partnership Support Unit

#### 2. Minute of Previous Meeting

The minute of the meeting held on 6<sup>th</sup> March 2006 was approved as a correct record.

#### 3. Matters Arising

##### Web/Intranet development

The development of the web/intranet was progressing well, and a suitable opportunity to showcase this would be identified

#### 4. Report on Learning Plan 2005/06

The members received a presentation from the Director of Organisational Development, which included detailed information on training Activity undertaken over 2005/6. Information on General Training, Clinical Practice

Development and Medical education was highlighted. There was discussion about numbers of staff released to attend HAI training, and the linkage to private contractors in respect of this matter. It was also noted that large numbers of staff had attended the KSF sessions. The Director of Organisational Development commended OD professionals and participants involved in training on a busy and active year

## **5. Workforce Plan**

The members received copies of a presentation entitled 'NHSL Workforce Plan – From Strategy to Plan' which had been made to the NHSL Board. The NHSL Workforce Plan had been sent to the SEHD, and formal feedback would be received in due course

## **6. Staff Governance Audit**

The members noted the Staff Governance Audit papers which had been submitted to the SEHD. The Human Resources Director advised that no formal audit had been undertaken this year, however a formal Staff Governance report from the SEHD would be sent to NHSL prior to the Accountability Review.

## **7. Reports from Partnership Groups**

### Communications

The Communication sub group report was noted

The joint chairs highlighted progress regarding the development of the NHSL website. A web editor had been appointed with responsibility to populate and maintain the contemporary content of the website. In addition, a range of NHSL staff would be trained in web editing skills. It was suggested that an audit of the website involving the public should be undertaken

### Joint Policy

The Director of Human Resources and the Joint Chair highlighted key progress being made within the Joint Policy Forum. The NHSL Work/Life policy, based on the SEHD PIN document, had been drafted and circulated within NHSL for comment.

### Learning

The Director of Organisation Development highlighted key issues from the Learning sub group. In particular, the group would seek to broaden membership to incorporate other groups within the Learning framework

Partnership arrangements to support the new organisational structure were under discussion

Occupational Health & Safety

The Director of Human Resources and the Joint Chair highlighted key issues for the OHSSG sub group. The Employee Counselling Service, which offers helpline based support to staff and their families, had been launched on the 8<sup>th</sup> May.

Remaining Accountabilities

The sickness absence project had been rolled out, and a programme of training sessions to support the harmonised policy had commenced. All managers concerned in the management of sickness absence would be invited to attend

A web based 'staff handbook' and other intranet based information would be developed for staff.

**8. Staff Governance Annual Report `05-`06**

The report was noted

Details of staff governance issues which had been addressed over the year were contained in the report, which would now be forwarded to Scott Moncrieff, (Auditors) for their purposes

**9. Scheme of Delegation for Staff Governance**

The scheme was approved. The Scheme of Delegation had been designed to establish clarity around the staff governance decision making process.

**10. Area Partnership Forum**

The report was noted

**11. Human Resources Forum**

The members were informed that an Equality and Diversity data collection exercise would be undertaken, as a follow up to the SWISS questionnaire of 2005. The questionnaire would be produced centrally for the NHS in Scotland, to capture information relating to diversity. The distribution of the questionnaire was scheduled to commence in September (2006).

**12. Minimum Data Set**

The minimum data set was noted

The data set would be revised to include information relating to Occupational Health & Safety matters.

**13. Staff Survey**

The results of the Staff Survey would be made available in the near future. NHSL would analyse and publicise the results of the survey via the HRF. Thereafter, the Joint Chairs would review their Staff Governance Action Plans in light of the survey results.

**14. Agenda for Change**

The report was noted.

The project was progressing reasonably well, with the majority posts having been through the matching process. A number of issues had to be addressed and in particular the introduction of KSF would present a major challenge for the organisation. There was a requirement for eKSF to be available for all staff by 2007, accessible by a personal password

**15. Staff Governance Annual Conference and Stakeholders Conference Report**

The report reflected participants views on the Picture of Health, and the Consultation process which had been discussed at the Staff Governance Conference on the 21<sup>st</sup> April and the Stakeholders event on the 27<sup>th</sup> April. Both events had been well attended and involved a wide range of staff.

**16. For Information**

- The notes of the Remuneration Committee of 6<sup>th</sup> March were noted
- The notes of the Workforce Steering Group of 7<sup>th</sup> March were noted
- The Staff Governance Audit Tool & Guidance Notes were noted
- The Staff Governance Standard (3<sup>rd</sup> Edition) was noted

**17. AOCB**

**18. Date of next meeting**

The next meeting of the Staff Governance Committee has been arranged for:-

- Tuesday, 5<sup>th</sup> September - 9.30am - Main Meeting Room, Law House
- Monday, 4<sup>th</sup> December - 9.30am - Training Room 1, Law House